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1986

AGENDA OF THE SPECIAL EDUCATION ADVISORY
COMMITTEE

A G E N D A

SPECIAL EDUCATION ADVISORY COMMITTEE

1986 12 15

Election of a Chairman.

Confirmation of the minutes of the last meeting - 1986 11 26.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Member Organization Update:

Mrs. Noreen McNairn (N. Stevens)
Epilepsy Hamilton & District

Mrs. Gloria Christianson
Parents' Committee,
C.N.I.B.

* Mrs. Judith Bishop
Ham. Council of Home & School Assoc.

* Miss Grace Harris
Canadian Hearing Society

Dr. Wendy Brennan
Ont. Psychological Assoc.

Mrs. Judy Masters
Hamilton & Dist. Parents of
Disabled Children

* Dr. Joseph Jacobs
Ham. & Dist. Association for the
Mentally Retarded

* Mrs. Doreen Allice
Association for Bright Children

* Miss Nalda Dalziel,
Ham. & Dist. Society for
Disabled Children

Mrs. Dorothy Tilbury
Assoc. for Children and Adults
with Learning Disabilities

* Mrs. Debbie Alderham (Rita Bozzo)
Children's Services Committee
Hamilton Public Library

Mr. Jean F. Desmarais
French Language Education Council

* Dr. Philomena Perry
Chedoke-McMaster Hospitals

* Mrs. Janice Stanhope,
Ont. Society for Autistic Citizens

- | | |
|--|-----------|
| 2. Placement of Exceptional Students in Age-Appropriate Environments | R. Adams |
| 3. Update on School Accessibility | J. Bishop |
| 4. Letter to Ministry | J. Bishop |

NEW BUSINESS

- | | |
|---|--------------|
| 1. Parent Handbook - attached | P. Beveridge |
| 2. Rules and Regulations (for information) - attached | |

PART I

NEW BUSINESS:

- | | |
|--|----------|
| 1. Vocational School Report - attached | F. Kelly |
| * Updated membership for 1986-87 received. | |

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* Updated membership for 1986-87 received.

Handbook for Members of Special Education Advisory Committees



Prepared by The Provincial Parent Association Advisory Committee
on Special Education Advisory Committees

January, 1985

Handbook for Members of Special Education Advisory Committees



Prepared by The Provincial Board Association
on Special Education Advisory Committees

January 1965

Associations Involved in the Development of and Approval of this Handbook

Alliance for Children - Ontario 234 Eglinton Avenue East, #401 Toronto, Ontario M4P 1K5	489-0710
Association for Bright Children 19 Pebblehill Square Agincourt, Ontario M1S 2P8	291-7617
Canadian Mental Health Association, Ontario Division 52 Wellesley Street West, 4th Floor Toronto, Ontario M5S 2S3	964-6111
Easter Seal Society 350 Rumsey Road Toronto, Ontario M4G 1R8	425-6220
Metropolitan Toronto Association for the Mentally Retarded 8 Spadina Road Toronto, Ontario M5R 2S7	968-0650
Ontario Association for Children with Learning Disabilities 1901 Yonge Street, Suite 504 Toronto, Ontario M4S 2Z3	487-4107
Ontario Association for the Mentally Retarded 1376 Bayview Avenue Toronto, Ontario M4G 3A3	483-4348
Ontario Federation of Home and School Associations 252 Bloor Street West, Suite 7-200 Toronto, Ontario M5S 1V5	924-7491
Ontario Federation for the Cerebral Palsied 2010 Yonge Street Toronto, Ontario M4S 1Z9	485-6913
Ontario Society for Autistic Children 8185 Yonge Street, Suite 209 Thornhill, Ontario L3T 2C6	731-3629
VIEWS for the Visually Impaired 1075 Red Pine Crescent Mississauga, Ontario L5H 4E4	278-7412
VOICE for Hearing Impaired Children Post Office Box 152, Station S Toronto, Ontario M4M 4L7	48V-OICE

Associations Involved in the Development of and Approval of the Standards

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416-4711	Association for the Physically Handicapped 1000 Sheppard Avenue East, Suite 100 Toronto, Ontario M2M 1P9
416-4712	Canadian Council on Social Development 300 Adelaide Street West, Suite 200 Toronto, Ontario M5H 1A1
416-4713	Ontario Book Council 284 Eglinton Avenue East, Suite 200 Toronto, Ontario M4E 1A5
416-4714	Ontario Federation of Teachers' Associations 600 Yonge Street, Suite 200 Toronto, Ontario M4Y 1Y5
416-4715	Ontario Association for the Deaf and Hearing Impaired 410 Yonge Street, Suite 200 Toronto, Ontario M5E 1A5
416-4716	Ontario Association for the Visually Handicapped 1111 Bayview Avenue Toronto, Ontario M4M 1A1
416-4717	Ontario Federation of Blind and Partially Sighted 101 Queen Street West, Suite 100 Toronto, Ontario M5H 1Y5
416-4718	Ontario Federation of the Deaf and Hearing Impaired 600 Yonge Street, Suite 200 Toronto, Ontario M4Y 1Y5
416-4719	Ontario Society for the Deaf 2100 Yonge Street, Suite 100 Toronto, Ontario M4S 1Y5
416-4720	Ontario Society for the Visually Handicapped 1111 Bayview Avenue Toronto, Ontario M4M 1A1
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PURPOSE

This handbook of information for members of Special Education Advisory Committees (SEAC's) in Ontario has been prepared by the Provincial PARENT ASSOCIATION ADVISORY COMMITTEE ON SPECIAL EDUCATION ADVISORY COMMITTEES (PAAC on SEAC's) in response to repeated requests for help, guidance, suggestions, support and information from many association representatives from different areas of the Province.

The handbook has been written for use throughout the Province. It may be modified and adapted for use in a local board handbook or manual.

A. Composition

B. Appointment

C. Terms of Office

D. Qualifications

E. Disqualifications

F. Vacancies

IV. ROLE OF BOARD PERSONNEL

A. Membership on Special Education Advisory Committee

B. Resource Personnel

C. Secretary and Personnel Services

D. Distribution of Minutes and Agendas

V. RESPONSIBILITIES OF THE COMMITTEE MEMBERS

VI. MEETINGS

Note: All references to the Education Act in this handbook are from the EDUCATION ACT, June, 1983.

A. Chairperson

B. Quorum

C. Voting

When the Education Act is not cited, the information presented represents the advice and opinions of PAAC on SEAC's.

VII. FURTHER INFORMATION AND GUIDANCE

A. Services for SEAC Members

B. Orientation of new members

C. Ongoing education

D. Funding of Special Education

E. Annual Review of the Special Education Plan

F. Agenda for SEAC meetings

G. Request for Information Agendas

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"Every school board shall establish a special education advisory committee." The Education Act, Section 182 Subsection (2).

A. Board Responsibility

All school boards are required to establish a SEAC which would include a representative of the local chapter of the Association for the Mentally Retarded.

In those areas where there was an "Advisory Committee on Schools for Trainable Retarded Pupils", the school boards should:

- 1) expand the existing "Advisory Committee on Schools for Trainable Retarded Pupils" to meet the new requirements (Section 182 Subsections (2) (3) and (6), Section 74 Subsections (1) (2) and (4), or
- 2) establish a SEAC in addition to an existing TR Committee. The SEAC would include a representative from the existing TR Committee. (Section 182 Subsections (2) (3) and (6)).

Note: Some small school boards were allowed to form a modified version of the special education advisory committee in accordance with the Act (Section 182 Subsection (2)(b)).

VII. DOCUMENTS

- A. Ministry of Education
- B. School Boards
- C. Other Ministry Documents

L HISTORICAL BACKGROUND

A. Provincial Legislation

On December 12, 1980, Royal Assent was given to Bill 82, an Act to Amend the Education Act, 1974.

"Every school board shall establish a special education advisory committee." The Education Act, Section 182 Subsection (2).

B. Board Responsibility

All school boards are required to establish a SEAC which would include a representative of the local chapter of the Association for the Mentally Retarded.

In areas where there was an "Advisory Committee on Schools for Trainable Retarded Pupils", the school boards could:

- 1) expand the existing "Advisory Committee on Schools for Trainable Retarded Pupils" to meet the new requirements (Section 182 Subsections (2) (5) and (6), Section 74 Subsection (1) (2) and (4)); or
- 2) establish a SEAC in addition to an existing TR Committee. The SEAC would include a representative from the existing TR Committee, (Section 182 Subsections (2) (5) and (6)).

Note: Some small school boards were allowed to form a modified version of the special education advisory committee in accordance with the Act (Section 182 Subsection (10)).

II. MANDATE

A. Powers of the Committee

SEAC reports and may "make recommendations to the school board in respect of any matter affecting the establishment and development of special education programs and services in respect of exceptional pupils of the board". (Section 182 Subsection (8)).

Subsection 76 applies to the SEAC.

An exceptional pupil, as defined by the Minister of Education, is a pupil whose behavioural, communicational, intellectual, physical or multi-exceptionalities are such that he is considered to need placement in a special education program by an Identification, Placement and Review Committee (IPRC).

A special education program in respect of an exceptional pupil, as defined by the Minister of Education, is an educational program that is based on and modified by the results of continuous assessment and evaluation and that includes a plan containing specific objectives and an outline of educational services that meet the needs of the exceptional pupil.

Special education services, as defined by the Minister of Education, means the facilities and resources, including support personnel and equipment necessary for developing and implementing a special education program.

B. Right of the Committee to be Heard

Before making a decision on a recommendation of the SEAC, the board shall provide an opportunity for the committee to be heard before the board and before any committee of the board to which the recommendation is referred. (Section 182 Subsection (9) and Section 76 Subsection (2)).

C. Focus of the Special Education Advisory Committee

The SEAC will be responsible to the Board for examining, reviewing and making recommendations, as appropriate, relative to the provision of special education programs and services.

Some suggested areas of focus are:

- 1) Philosophy and goals.
- 2) Organizational structure.
- 3) Program delivery systems.
- 4) Services and facilities.
- 5) Policies and procedures.
- 6) Funding.
- 7) Annual Review of Special Education Plan.
- 8) In-service of SEAC members.
- 9) Interaction with other board committees in related areas.
- 10) Any other matters concerning special education, as determined by the committee or requested by the board.

III. MEMBERSHIP OF SPECIAL EDUCATION ADVISORY COMMITTEE

A. Composition

The composition of SEAC's is outlined in the Education Act, Section 182 Subsections (2) (5) and (6).

A SEAC shall consist of:

- 1) 3 trustees, one of whom must represent the separate school electors;
- 2) representatives of up to 12 local associations, including the local Association for the Mentally Retarded;
- 3) one or more French speaking members as representatives of the French speaking ratepayers (where the board provides a French-language instructional unit as defined in clause 260 (c);
- 4) one or more English speaking members as representatives of English speaking ratepayers (where the board provides English language instruction under sections 258 & 272 of the Education Act);
- 5) in addition, the board may appoint one or more additional members who are not representative of either a local association or the French-speaking community and are not members of the board or of a committee of the board (Section 182 Subsection (2d)).

MEMBERSHIP OF SPECIAL EDUCATION ADVISORY COMMITTEE

A. Composition

The composition of SEAC is outlined in the Executive Act, Section 122, Subsections (2) (3) and (6).

A SEAC shall consist of:

- 1) 3 trustees, one of whom shall represent the students referred to;
- 2) representatives of up to 12 local educational agencies, including the local Association for the Handicapped;
- 3) one or more French speaking members as representatives of the French speaking community within the board province of French language instruction; this is defined in Article 122 (3);
- 4) one or more English speaking members as representatives of English speaking community within the board province of English language instruction under section 122 (3) of the Education Act;
- 5) In addition, the board may appoint one or more additional members who are not representatives of either a local education or the French-speaking community and are not members of the board or of a committee of the board (Section 122 Subsection 122(4)).

B. Appointment

A local association may write to the Director and/or Secretary of the School Board to request representation on the Special Education Advisory Committee. A letter should include the nomination and qualifications of the nominee. The board may appoint to membership of the SEAC only those persons who qualify. Each local association is entitled to one member. (Section 182 Subsection (2a)).

"Where there are more than twelve local associations in the area of jurisdiction of the board, the board shall select the twelve local associations that shall be represented". (Section 182 Subsection (1)).

A local association, as defined in the Act (Section 182 Subsections (1) and (6)) is an association or organization of parents:

- 1) that operates locally within the area of jurisdiction of the board;
- 2) that is not an association or organization of professional educators;
- 3) that is affiliated with an association or organization that is incorporated and operates throughout Ontario;
- 4) which aims to further the interests and well-being of one or more groups of exceptional children or adults.

C. Term of Office

Members of the SEAC will hold office during the term of office of the members of the school board that appointed them and until the next new school board is organized. (Section 182 Subsection (3) and Section 74 Subsection (6)).

B. Appointment

A local association may vote to the Director and the Secretary of the School Board to review recommendations on the Special Education Advisory Committee. A letter should be sent to the members and chairperson of the committee. The board may request a report to the SEAC on the progress of the work. Each local association is invited to send a representative to the SEAC.

"Where there are more than twelve local associations in the area of jurisdiction of the board, the board shall select the local association that shall be represented." (Section 15.1 Subsection 11.1)

A local association, as defined in the Act (Section 15.1 Subsection 11) and (15) is an association or organization of persons:

- 1) that operates locally within the area of jurisdiction of the board;
- 2) that is not an association or organization of professional educators;
- 3) that is affiliated with an association or organization that is incorporated and operates throughout Ontario;
- 4) which aims to further the interests and well-being of one or more groups of exceptional children or adults.

C. Term of Office

Members of the SEAC will hold office during the term of office of the members of the school board that appointed them and until they are reappointed or resign. (Section 15.1 Subsection 12) and Section 15.1 Subsection 13.

D. Qualifications

Each of the persons appointed to the SEAC must have the same qualifications, as defined in the Act (Section 196.-(1)), as the members of the Board that appointed them:

- 1) a Canadian citizen;
- 2) of the full age of eighteen years;
- 3) a resident within the area of jurisdiction of the board;
- 4) either a public school or Roman Catholic Separate school elector, respectively.

An employee of the Board is not eligible to be appointed. (Section 195)

E. Disqualifications

A person becomes disqualified, as defined in the Act (Section 206 and Section 196. Subsection (3)), as a member of the Committee and must vacate his/her seat:

- 1) when the member is absent from three consecutive regular meetings;
- 2) ceases to hold the qualifications required to act as a member of a school board;
- 3) for any other reason as stated in the Education Act.

F. Vacancies

Every vacancy on the Committee will be filled by a qualified person, nominated by the appropriate association and appointed by the Board for the unexpired portion of the term. (Section 182 Subsection (9) and Section 74 Subsection (7)).

D. Qualifications

Each of the persons appointed to the Board shall have the same qualifications as defined in the Act (Section 155-159) as the members of the Board that appointed them.

- 1) a Canadian citizen;
- 2) at the full age of majority;
- 3) a resident within the area of jurisdiction of the Board;
- 4) either a public school or Roman Catholic separate school trustee, respectively.

No member of the Board is qualifying to be appointed. (Section 159)

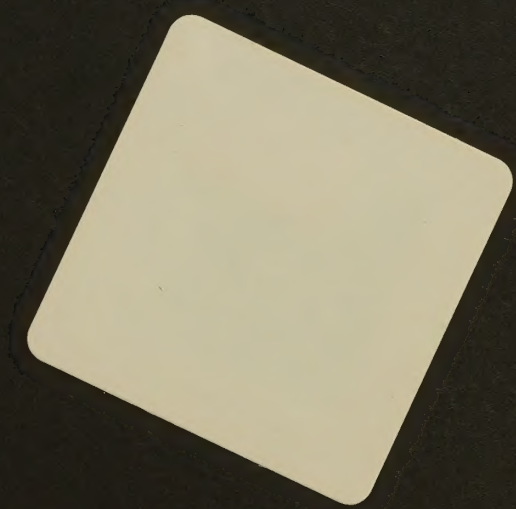
E. Disqualifications

A person becomes disqualified, as defined in the Act (Section 160 and Section 161, subsection 1), as a member of the Committee and must vacate his or her seat.

- 1) when the member is absent from three consecutive meetings;
- 2) when he or she holds the qualification required to act as a member of a school board;
- 3) for any other reason as stated in the Education Act.

F. Vacancies

Every vacancy on the Committee will be filled by a qualified person nominated by the appropriate association and approved by the Board for the unexpired portion of the term. (Section 162, subsection 1) and Section 163, subsection 1).



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